

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**ARCHITECT/ENGINEER MANAGEMENT  
(DEPARTMENTS RESPONSIBLE FOR BUILDINGS)**

**I. INTRODUCTION**

**A. Purpose of This Classification Specification**

This classification specification is the basic authority under s. ER 2.04, Wis. Adm. Code, for making classification decisions relative to professional architectural or engineering positions which are responsible for managing architectural or engineering projects for state-owned buildings, or hospitals and residential care facilities regulated by the state, or in providing design assistance to communities. This classification specification is not intended to identify every duty which may be assigned to positions but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the classification concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards, or factors; statements of inclusion and exclusion; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

**B. Inclusions**

This classification encompasses professional management positions currently located at, but not restricted to, the Department of Administration, Department of Corrections, Department of Health Services, the Wisconsin Technical College System Board, and the University of Wisconsin System. Positions allocated to this classification are responsible for managing projects related to the design, construction, operation, and maintenance of state-owned buildings. Positions must meet the definitions of professional employee and management, as defined in s. 111.81(15) and (13), Wis. Stats., respectively, and the qualifications prescribed in Section I.C.

Specific fields of architecture or engineering represented by this professional management classification are:

- Architecture
- Civil Engineering
- Communications Engineering
- Electrical Engineering
- Electronic Engineering
- Environmental Civil Engineering
- Mechanical Engineering

- Structural Engineering

C. Qualifications

Positions included in these series have duties and responsibilities of such a nature that it is required (by federal or state law or by position analysis) that the incumbent have one of the following:

- Registration as a Professional Engineer as determined by the Department of Safety and Professional Services per s. 443.04, Wis. Stats.;
- Registration as an Architect as determined by the Department of Safety and Professional Services per s. 443.03, Wis. Stats.;
- a specific record, issued by the professional engineering section of the Department of Safety and Professional Services, showing 4 years or more of experience in engineering work of a character satisfactory to the professional engineering section and satisfactory completion of the fundamentals of engineering exam;
- have graduated from a recognized college or university with a degree in an engineering field such as civil, electrical, electronic, environmental, mechanical, or structural engineering; OR
- have equivalent professional training and practical experience so as to be deemed an architect or professional engineer as defined in Department of Safety and Professional Services per s. 443.01, Wis. Stats. and also deemed to be qualified to engage in professional architectural/engineering practice as determined by the Department of Safety and Professional Services per s. 443.03, or 443.04, or 443.05, Wis. Stats.

Positions not having duties and responsibilities which require such credentials shall be allocated to a different classification series.

D. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of management and professional, as defined in s. 111.81(13) and (15), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which do not require that the incumbent perform professional architectural or engineering duties and be a professional architect or engineer by background and training in order to perform the duties and responsibilities assigned the position.
3. Positions which spend the majority of their time supervising a building plan review and/or building inspection function to ensure that minimum safety codes are met.
4. All other positions which are more appropriately identified by other classification specifications.

E. Entrance Into This Classification

Entrance into this classification is by competition.

## II. DEFINITION

### ARCHITECT/ENGINEER MANAGEMENT

This is professional management work related to architectural or engineering practice. Positions allocated to this classification manage projects relating to the design, construction, operation, and maintenance of state-owned buildings and property. Duties and responsibilities include, but are not limited to, providing professional architectural or engineering expertise in the assigned program area; functioning as the primary architect or engineer for a specific aspect of a departmental program; performing the most complex and advanced architectural or engineering work; maintaining continual, high-level contacts with public and private officials and architectural or engineering consultants on highly sensitive and complex architectural or engineering reviews; making independent decisions on a continual basis; and managing project budgets and approving the disbursement of funds. Work is performed under general supervision.

### **III. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experiences which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

### **IV. ADMINISTRATIVE INFORMATION**

This classification was created effective March 12, 2000, and announced in Bulletin CLR/SC-109, in order to describe positions which perform professional architectural or engineering project management work related to the design, construction, operation, and maintenance of state-owned buildings and property. This classification replaces the Architect-Advanced-Management, Civil Engineer-Advanced-Management, Communications Engineer-Advanced-Management, Electrical Engineer-Advanced-Management, Electronic Engineer-Advanced-Management, Environmental Civil Engineer-Advanced-Management, Mechanical Engineer-Advanced-Management, and Specification Writer-Advanced-Management classifications which were created effective June 26, 1994, and abolished effective March 12, 2000 (see bulletins CC/SC-22 and CLR/SC-109, respectively). This classification was created as a result of the Department of Employment Relations' expansion of the broadband pay system. This classification was modified effective October 14, 2007 and announced in bulletin OSER-0171-MRS/SC to reflect the removal of Specification Writer that was abolished in 2006.

The classification specification was modified effective June 30, 2013 and announced in Bulletin OSER-0327-MRS/SC to reflect changes to the qualification language that better communicate the minimum qualifications that are required.

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